**COUNCILLOR GRANT APPLICATION 2023-24**

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| |  | | --- | | **1. Councillor Details**  (The ward councillor must sign application at the end of form once completed for authorisation) |   Councillor Name  Councillor Ward   |  | | --- | | **2. Nominated Organisations Contact Details** |   Name of organisation nominated  Name of main contact  Address  Contact telephone number  E-mail  If the organisation is a registered charity, please provide the registration number.  Registration number ………………  Please enclose a copy of your organisation's constitution even if you are not a registered charity.  What is the total amount of grant requested from Tamworth Borough Council ward councillor/s?  £ ……… |

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| **3. What will the grant be used for?** |
| Please provide detail about the project /activities. |
| Who will be the main beneﬁciaries and how will you ensure a wide range of people can beneﬁt? |
| What difference will the project / activities make for the people participating? |
| Please state the projected timescales:  Start date …………  Finish date ………… |

A picture containing company name

Description automatically generated

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| **4. Bank Account Details** |

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| Organisation's Account Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(Please ensure this is the exact name that appears on your organisation’s bank account)**  Bank Account No \_\_\_\_\_\_\_\_\_\_\_\_ Bank Sort Code No \_\_\_\_\_\_\_\_\_\_  Authorised signatories for this account:  1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please state your current balance/reserves:  £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **A copy of your most recent bank statement must be submitted.** |

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| **5. Supporting Documents** |

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| **Before submitting your application, please ensure that you have enclosed the following supporting documents:**   * A copy of your most recent bank statement * A copy of your organisation's Constitution * A Safeguarding Children Policy (this is required for all projects working with any children or young people) * Adults at Risk Policy (this is required for all projects working with vulnerable adults) |

A picture containing company name

Description automatically generated

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| **6. Declaration** | |
| I declare, on behalf of the Organisation, that:   * The application is submitted with the support of the organisation's management committee. * To the best of my knowledge and belief the information I have given is correct. * The organisation has appropriate and adequate insurances in place. * Where applicable the organisation carries out and manages **appropriate** Disclosure and Barring Service checks on **eligible** individuals whom it engages to deliver the project. * By applying for funding, I agree to complete an end of project evaluation form on the activities undertaken and provide details on the benefits the grant has brought.     Please note if funding is awarded all receipts for expenditure must be retained and produced upon request. | |
| **Signature of applicant:** | |
| **Print name:** | **Date:** |
| **Office held:** | |
| **Signature of Ward Councillor Authorising:** | |
| **7. Privacy policy** | |

Tamworth Borough Council is the Data Controller for all personal data collected in this application, processing is necessary for the performance of a task carried out in the public interest. We collect your personal information to allow us to process your grant application, provide administration for award panels and to process payment for successful applications. We will use it to ensure you are meeting the conditions of your grant award. We will use it to communicate with you regarding contact you have had with us and to document your relationship with us. We may use some of your personal information to publicise grants we have awarded through press releases and social media. All awarded grants are publicised on our website.

The information includes the name of the organisation or person (where individuals have applied), amount of grant awarded, and the details of the project funded. With your consent, we will use your information to inform you of grant funding opportunities. We may share your personal information with third parties where required to by law or where it is necessary to process your application. Full details about the types of personal information we collect, the purpose we collect it, third parties we share it with, third party providers, and how we maintain the security of your information, can be found at <https://www.tamworth.gov.uk/privacy-notice>

A hard copy is available upon request. Please ensure you read our fair processing notice before submitting your personal information to us. Information you give us will be kept for no longer than necessary. Our [Retention Schedule](https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf) can be found on the same page. If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Our Data Protection Officer can be contacted on [data-protection@tamworth.gov.uk](mailto:data-protection@tamworth.gov.uk).

Alternatively, you can contact the Information Commissioner’s Office. You have certain rights under UK Data Protection law. For information on your rights, please visit the Information Commissioner’s Officer Website [www.ico.org.uk](http://www.ico.org.uk).

**Ward Councillors must forward application forms and supporting documents to:**

**Stephanie Ivey, Partnership Ofﬁcer Grants and Funding** [**stephanie-ivey@tamworth.gov.uk**](mailto:stephanie-ivey@tamworth.gov.uk)